

Competency Goal I: To establish and maintain a safe, healthy learning Environment.
(This competency assessment must include observation of an emergency drill.)

Functional Area 1. Safety: Candidate provides safe environment to prevent and reduce injuries.

Teacher:_____ Observer:_____

Date/Time:_____ Setting:_____

ObservationRecord:_____

Prior to the observation period, assess the following criteria.

I. Safety

The Competent Teacher Will:

1. Your program meets every state or local requirement for a safe program.
() met () partially met () not met
2. Check indoor and outdoor areas daily and remove any hazardous materials.
() met () partially met () not met
3. Check daily to see that all electrical outlets are covered and electrical cords are placed away from water, traffic paths and children's reach.
() met () partially met () not met
4. Check materials and equipment daily for broken parts, loose bolts, or jagged edges and make sure they are repaired or replaced
() met () partially met () not met
5. Arrange the room so that there are no long or open spaces that tempt children to run and so that there are clear fire exits.
() met () partially met () not met
6. Check safety equipment monthly to ensure it is in an easy-to-reach place and in good condition.
() met () partially met () not met
7. Develop and post first-aid and emergency procedures.
() met () partially met () not met
8. Make sure there is a working telephone is easily available.
() met () partially met () not met

9. Know where to find parents' emergency telephone number.
() met () partially met () not met
10. Maintain current emergency information on all children.
() met () partially met () not met
11. A well-stocked first-aid kit is easy to get to in an emergency, and is taken on field trips.
() met () partially met () not met
12. Furniture , toys and materials are appropriate for the age of the children. (*child-sized chairs and tables, blunt-end scissors*).
() met () partially met () not met
13. Poisons and medicines are stored in locked cabinet.
() met () partially met () not met
14. Adult handbags are stored out of children's reach.
() met () partially met () not met
15. Shade is available in outdoor playground.
() met () partially met () not met

**Review your records from this observation and others conducted in the last month:
score each criterion of competence.**

II. Supervision

The Competent Teacher Will:

1. Work with colleagues to supervise all children at all times.
() met () partially met () not met

2. Follow required recommended adult-child ratios of 1:8 for a group of 16 or 1:9 for a group of 18 preschoolers.
() met () partially met () not met
3. Know and follow established procedures for leading children to safety during a fire and other hazard drills and in real emergencies.
() met () partially met () not met
4. Respond quickly and calmly to children in distress.
() met () partially met () not met
5. Take safety precautions in a calm and reassuring manner without overprotecting children to make them fearful.
() met () partially met () not met
6. Convey to children in actions and words that the program is a safe place and that they will be protected.
() met () partially met () not met
7. Children are only released to authorized people. Parents must sign a list of those who are authorized.

III. Teaching safety rules to children

The competent teacher will:

1. Involve children in making safety rules for indoor and outdoor equipment, materials and activities.
() met () partially met () not met
2. Remind children of safety rules and emergency procedures using diagrams, pictures and words.
() met () partially met () not met
3. Demonstrate proper ways to use potentially dangerous materials and equipment.
() met () partially met () not met

4. Teach how to observe safety rules when taking neighborhood walks and field trips.
☐ met ☐ partially met ☐ not met
5. Use positive guidance techniques to respond immediately when children are involved in unsafe activities.
☐ met ☐ partially met ☐ not met
6. Point out potential hazards so children will learn how to prevent injuries.
☐ met ☐ partially met ☐ not met
7. Children know the rules for playing safely outdoors or indoors. Rules are explained with diagrams, pictures, demonstrations and in children's primary language.
☐ met ☐ partially met ☐ not met

IV. If you care for babies and/or toddlers:

The competent teacher will:

1. Babies are never left unattended on a diaper-changing table, in their bath or in a wading pool.
☐ met ☐ partially met ☐ not met
2. Cribs have all their slats. Slats are no farther than 2 3/8 inch apart or less and have snug-fitting mattresses.
☐ met ☐ partially met ☐ not met
3. Cribs were made after 1978 (no lead paint).
☐ met ☐ partially met ☐ not met
4. Crib sides are locked at highest settings for nap.
☐ met ☐ partially met ☐ not met

5. Sleeping surfaces are firm. Soft bedding materials. Pillows or heavy blankets are not accessible to infants when they sleep.
() met () partially met () not met
6. Babies are always put down to sleep on their backs.
() met () partially met () not met
7. Toys are too large for children to swallow. Toys are not hung across the cribs of infants who can sit up.
() met () partially met () not met
8. Rattles, pacifiers or other objects are never hung around an infant's neck.
() met () partially met () not met
9. Highchairs, swings, strollers and other equipment are sturdy, clean and in good repair.
() met () partially met () not met
10. Infant walkers are not used.
() met () partially met () not met
11. Bottles are never warmed in a microwave oven (because of the uneven temperatures that may result).
() met () partially met () not met
12. Stairways are accessible only to adults.
() met () partially met () not met

